

Minutes of the Board of Water Commissioners' Meeting

Tuesday, February 19, 2013

Present: Commissioners G. Van De Kreeke, R. Haen, M. Heinz, and J. Trueblood, Superintendent.

The meeting was called to order by G. Van De Kreeke, President, at 3:02 P.M. All present recited the Pledge of Allegiance.

Minutes of Previous Meeting

Motion by Commissioner Haen, seconded by Commissioner Heinz, that the minutes of the January 21, 2013 meeting be approved as presented. Motion carried unanimously.

Financial Reports

Due to closing out the end of year, only the report of billing for January was available. Overall billing was up 19% from January of 2012: this due to last year's rate increase, which went into effect in February, and also to increased pumpage in 2013.

Superintendent's Report

Operations' Department Report

Superintendent reported that January pumpage was up 6% from last year. Operations staff had replaced numerous system batteries, installed suction pressure transmitter at Georgia station, installed a pressure sensor at EE pit, coordinated with the electrician on wash pump project, worked on various SCADA communication issues, and other work. The Commissioners accepted the report as presented.

Construction Maintenance Department Report

Superintendent reported the crew had repaired two water main breaks in January, along with other winter work including maintenance of fire hydrants, checking inventory, vehicle maintenance, and other work. The crew also designed and constructed a portable drilling rig for use in locating water main breaks; in the past, this involved hand probing and manual retrieval of the rock drill, which often caused back strain. The new unit utilizes a forklift hoist. The Commissioners accepted the report as presented.

Old Business

Old Business Presented By Commissioners

None

Other Old Business

Update Board on proposed \$3M revenue bond issuance

Superintendent reviewed an email from Carol Wirth, of Wisconsin Public Finance Professionals. The resolution for sale of the bonds will be submitted at the March 4, 2013 Common Council meeting. Bids will be submitted on April 3, 2013. On April 3, the Council will be presented with a resolution to act upon the final sales results.

New Business

Business to be presented by Commissioners

Commissioner Heinz raised the issue of residential sprinkler requirements and provided some documents, including a cost analysis from the City of Oshkosh. Commissioner Heinz recognized that Commissioner Stewart had raised the issue a few years ago, and the Utility had somewhat looked into the issue at that time.

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Other New Business

Discuss and ask Board approval for carpet installation in office area

Superintendent presented proposals for installation of approximately 12'x22' of commercial grade carpet in the area of the new workstations. Commissioner Haen pointed out that the carpet tiles are vulnerable to damage by rolling chairs, and chair mats would certainly be needed. He also wondered if the particular carpet choice was the most suitable. After discussion, the item was tabled, but Commissioner Haen wanted to contact EBI for some additional information.

Discuss and ask Board approval for purchase of four workstations, storage cabinets, partitions, and associated equipment

Superintendent presented a proposal from EBI for provision and installation of four professional Allsteel workstations for use in the fiscal department along with partitions, and storage units: these are similar to those acquired in recent years by the City Clerk's office. Current fixtures date to the early 1970s and were mostly acquired through federal surplus property over the years. The new workstations will provide adequate ergonomics for working with today's business equipment. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz to accept the proposal at a total cost of \$21,298.24. Motion passed unanimously.

Discuss and ask Board approval for replacement of high lift pump #3 motor and switch gear

Superintendent reviewed a proposal from L&S Electric for provision and installation of a 350hp motor and soft-starter switch gear for high lift pump #3: the existing motor dates to 1959 and the switch gear to the early 1990s. Superintendent explained that the Utility budget item was too low because the vendor had not realized the need to adjust the mounting of the existing pump. Superintendent therefore proposed that budget line item #384 be reduced by \$15k to make up the difference. Commissioner Heinz made a motion, seconded by Commissioner Haen, to accept the proposal at a total cost of \$70,080.00. Motion passed unanimously.

Discuss and ask Board approval of anticipated water main projects

Superintendent presented a listing from the engineering department of anticipated projects for 2013. The list includes S. Business Drive from Behrens Parkway to north of Carmen Ave., Eisner Ave. from N. 8th to N. 21st St., Erie Ave. from N. 8th to N. 14th St., Barrett St. from Lake Ct to Lighthouse Ct., and S. Commerce St. from Wisconsin Ave. to Penn. Ave. Cost estimates were only available for the first two projects. Commissioner Haen made a motion, seconded by Commissioner Heinz, to approve the anticipated projects. Motion passed unanimously.

Discuss and ask Board approval of South Business Drive water main project

Superintendent presented a bid tab for installation of 3,235' of 20" PVC water main along with appurtenances. Nine contractors provided bids, ranging from \$472,855.00 to \$623,850.19. Commissioner Van De Kreeke made a motion to accept the low cost proposal from Feaker & Sons, Co. at \$472,855.00. Commissioner Haen seconded the motion, which passed unanimously.

Discuss and ask Board approval of pick-up truck

Superintendent presented a proposal from Sheboygan Chevrolet for a 2013 fleet Chevy Silverado: this would replace a 2003 vehicle currently in the Utility's fleet. After discussion, Commissioner Heinz made a motion to accept the proposal at a cost of \$17,623.25 plus license and title fees: this figure includes a trade-in value of \$2,500. Commissioner Van De Kreeke seconded the motion, which passed unanimously.

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Discuss and ask Board approval of AWWA annual membership

Superintendent presented the renewal form for the Utility's American Water Works Association membership. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to approve the renewal at a cost of \$3,266.00. Motion passed unanimously.

Discuss and ask Board approval of water main and appurtenances

Superintendent presented three proposals for various lengths of 12", 8", and 6" ductile iron pipe along with encasement material from HD Supply, Ferguson, and First Supply at \$13,860.00, \$14,222.00, and \$19,707.00; and proposals for fittings & misc water items at \$17,706.00 (Ferguson), \$19,165.00 (First Supply), and \$19,196.00 (HD Supply). Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to accept the low cost proposals. The motion passed unanimously.

Correspondence

None.

Approve Vouchers

Motion by Commissioner Van De Kreeke, seconded by Commissioner Heinz, that gross payroll for February of \$146,634.72 and general vouchers of \$674,752.83 be allowed and approved. Motion passed unanimously.

Personnel

Update on Utility Accountant position

Superintendent explained that the Utility's HR consultant had completed phone screening and interviews are underway.

Update on wage increases for 2013

Superintendent presented a listing of final wage increases for 2013.

Other Matters

None.

March Board Meeting

The March meeting will take place on March 25, 2013 at 4:00 P.M.

With no further business, the meeting adjourned at 4:20 PM on a motion by Commissioner Van De Kreeke, seconded by Commissioner Haen. Motion carried unanimously.

Minutes taken by:
Superintendent
Joe R. Trueblood

Raymond W. Haen, Secretary